

DIVISION OF MINED LAND RECLAMATION		PROCEDURE NO.	2.2.08
PROCEDURES MANUAL		ISSUE DATE	August 18, 2000
SUBJECT	Corrections on Applications	Section	Technical/Permitting
		Last Revised	3-12-97

OBJECTIVE AND INTENT:

To set out the orderly process for correcting applications to ensure the DMLR's timely review.

PROCEDURES:

Accepting Correction Materials:

When requested by the Review Inspector or technical review staff, the Field Inspector shall review and initial corrections of the application materials prior to the applicant submitting such to the Big Stone Gap or Keen Mountain office.

Application corrections will be received, logged, and stamped by the Client Assistance Center prior to being placed in the application package.

Voided materials from the application shall be retained with the "office copy" pending final disposition.

Computer Updates and Routing:

Following the submittal of corrections, the Review Inspector will:

- make the required computer entries for tracking purposes (i.e.: date of correction and date of review number { 1st, 2nd, 3rd, etc. }).
- enter the application on the 20 day turnaround list.
- complete the routing slip, and forward the application to the Engineering Office Services Specialist for technical review coordination.

Files:

Voided materials, if any, are to be maintained in the Review Inspector's office until such time that the application is approved or disapproved.